

New Automated Processes for the Advance Sick Leave and Voluntary Leave Transfer Program

As of **October 5, 2007**, all requests for the Voluntary Leave Transfer Program (VLTP), VLTP Donations, and Advanced Sick Leave (ASL) will be automated in WebTADS. For employees requesting to be a recipient under the VLTP, this will allow them to use WebTADS to submit their request; thereby eliminating requirements for the paper form.

Employees requesting to donate annual leave or restored annual leave will now use WebTADS to initiate their request.

Once an employee submits a request through WebTADS, a designated approver will receive an email informing them of the submission and will work through WebTADS to make their recommendation for approval or disapproval.

NOTE: Employees must still obtain and provide adequate medical documentation to support the medical leave request. You must provide this documentation to your supervisor and to the NSSC HR Office for approval of your request. The NSSC fax line is secure and the number is 1-866-779-6772.

For further information on these changes, please visit the NSSC Website at: <https://www.nssc.nasa.gov/portal/site/customerservice/menuitem.ced07e7e93086b0ac89751104dd72749/>.



Any questions concerning this notice, contact:
NSSC Customer Contact Center
1-877-NSSC123 or nssc-contactcenter@nasa.gov

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